

# PREPAYMENT INSTRUCTION FORM

Please submit the completed form to any OCBC branch.

(Please ✓ where applicable)

Private Home Loan



HDB Home Loan

To: Oversea-Chinese Banking Corporation Limited  
 Attn: Secured Loan, Loan Operations Department

Date: \_\_\_\_\_

Loan Account No: \_\_\_\_\_

Property Address: \_\_\_\_\_

**PARTIAL PREPAYMENT**

I/We would like to make partial prepayment of the housing loan/term loan stated above and hereby give **one (1) month's notice**. Where the Mortgage Choice Scheme applies to my/our housing loan/ term loan, I/we understand that the Mortgage Choice Scheme shall terminate with effect from the date the partial prepayment is effected.

**(1) Mode of payment (minimum S\$5,000 and multiples of S\$1,000) (Please ✓ where applicable)**

(a) OCBC Account S\$ \_\_\_\_\_

Please debit this amount from the OCBC account which I/we have designated for my/our housing loan/term loan monthly instalment repayments. ("OCBC Account")

(b) CPF S\$ \_\_\_\_\_

I/We will at the same time submit RPS/NRPS CPF Form 4B (for Private Home Loan) / HBL/4 Form (for HDB Home Loan) to CPF Board to instruct CPF to remit the CPF monies on the scheduled prepayment date.

**(2) After the partial prepayment has been effected, we shall revise the monthly instalment amount accordingly.**

**FULL REDEMPTION**

I/We would like to make full redemption of the housing loan/term loan stated above and hereby give **three (3) months' notice**.

Reason for Full Redemption: \_\_\_\_\_

**(1) Mode of payment (Please ✓ where applicable)**

(a) OCBC Account

Please debit the monies for the full redemption from the OCBC account which I/we have designated for my/our housing loan/term loan monthly instalment repayments. ("OCBC Account")

(b) CPF

Our lawyer will instruct CPF Board to remit the CPF monies on the scheduled prepayment date.

(c) Cashier's Order / Cheque

**(2) Law Firm acting for me in the full redemption of the above property**

Appoint Bank's panel law firm (Default option unless otherwise instructed)

My preferred law firm: \_\_\_\_\_

**To be completed for SOR / SIBOR-pegged packages only (Please ✓ where applicable)**

(a) Please effect the partial prepayment or full redemption on the Next Rate Review Date, provided it is at least 1 month or 3 months respectively from the date of this notice.

(b) Please effect the partial prepayment or full redemption 1 month or 3 months respectively from the date of notice. I understand that I may be charged prepayment / commitment fee if the partial prepayment does not fall on a Rate Review Date.

**IMPORTANT NOTES**

- The OCBC Account shall be debited for the payment of any administration fee, prepayment/commitment fee and/or interest-in-lieu of notice for partial prepayment (if applicable)
- The requests above are subject to OCBC Bank's approval and OCBC Bank reserves the right to decline any request(s) at its absolute discretion

**Signature(s)** (In accordance with the OCBC Account specimen signature(s) with OCBC Bank. Note: (a) If the debiting account is a third party account or a joint account, where such joint account is operated with joint signing authority, please ensure that all the relevant account holder(s) will sign on this form as per specimen signature(s) for the relevant account; and (b) by all relevant account holder(s) signing on this form, OCBC Bank is authorised to debit such relevant fees, expenses or costs incurred in connection with or ancillary to this notice from such relevant account(s).)

			<b>For branch use only</b>
Name: _____	Name: _____	Name: _____	Notice Receipt Date: _____ Signature(s) Verified Against SignPlus by _____
NRIC No: _____	NRIC No: _____	NRIC No: _____	_____
Contact No: _____	Contact No: _____	Contact No: _____	Name/ Date: (Please affix Branch stamp)
<b>For Bank's Use Only</b>	<b>To: Loan Admin</b>		<b>From: Secured Loan</b>
Notice Date: _____	Effective Date: _____		_____
Total amount: S\$ _____			_____
1. Prepayment/Commitment fee: <input type="checkbox"/> No <input type="checkbox"/> Yes, _____			Name/ Date: _____
2. Cashback/Clawback: <input type="checkbox"/> No <input type="checkbox"/> Yes, _____			_____
3. Administrative fee <input type="checkbox"/> No <input type="checkbox"/> Yes, _____			Name/ Date: _____
4. Interest in lieu <input type="checkbox"/> No <input type="checkbox"/> Yes, _____			_____
5. Terminate Mortgage Choice Scheme on the above Effective Date <input type="checkbox"/> No <input type="checkbox"/> Yes			Name/ Date: _____
Remarks: _____			